

~~SECRET~~
EYES ONLY

CAREER SERVICE PANEL
Minutes of the Meeting
3 May 1971

Attendees:

25X1A9a

25X1A9a

Recording Secretary

1. The Chairman called the meeting to order at 0905 hours.
2. There were no additions to the agenda for 3 May 1971.
3. Minutes for 5 April 1971 were approved by the Career Service Panel members.
4. Discussion followed on General Notice #44 re Career Development of Secretarial, Clerical and Administrative Personnel. [REDACTED] instructed the Division Chiefs to circulate this notice to their secretaries. It was the opinion of several members of the Panel that Item f. (3) of General Notice #44 stating:

A GS-5 transferred to a GS-7 Senior Secretary position should be recommended for promotion to GS-6 as soon as possible after the reassignment. A GS-6 assigned to such a position should be considered for promotion within six months of the transfer. Both situations assume that the individual has demonstrated some competence in the position.

should not be circulated because it would then become a mandatory policy. [REDACTED] stated that this is ORD policy at this time. Most members felt that if a GS-5 secretary is transferred to a GS-7 slot, the secretary should be promoted to a GS-6 as soon as possible. It was

~~SECRET~~
EYES ONLY
~~SECRET~~



~~SECRET~~
EYES ONLY

4. (Continued)

also felt that if a secretary is in a GS-6 slot and she is not competent to be a GS-7, some action should be taken. The Panel was also told that if they feel that their secretaries need special training, they should inform the Special Panel/ORD. Special group training for ORD secretaries can also be arranged if the needs are made known to the Special Panel.

25X1A9a

[REDACTED] I cannot agree with the premise that one can take a young lady starting fresh at the GS-5 level and promote her as a competent secretary (GS-7) in one year. Even if their basic skills in shorthand and typing are adequate, they just do not have the experience and knowledge to be a real, effective secretary. We should train them for several years at GS-4 and GS-5 levels to develop the skills and attitudes required. We are not being fair to probably very competent people when we promote them prematurely because they happen to be the best that is available.

25X1A9a 5. [REDACTED] reported the following:

PROMOTIONS:

25X1A9a [REDACTED] Clerk Typist - GS-5 to GS-6 - An/ORD
25X1A9a [REDACTED] Secretary Steno - GS-5 to GS-6 - P-C/ORD
25X1A9a [REDACTED] Clerk Typist - GS-5 to GS-6 - BSD/ORD

QUALITY STEP INCREASE:

25X1A9a [REDACTED] Phys Scien- Res., - GS-14, step 4 to GS-14, step 5.

TRANSFERS:

25X1A9a [REDACTED] Phys Scien - Res., - GS-14, Optics/ORD to DD/P - 6 May 1971.

RESIGNATIONS:

25X1A9a [REDACTED] GS-4, Clerk Stenographer - Support Staff/ORD
Returned to home area - 30 April 1971

ADDITIONS:

25X1A9a [REDACTED] GS-4, Clerk Typist - Support Staff/ORD -26 April 1971.

2
EYES ONLY
~~SECRET~~

~~SECRET~~
EYES ONLY

5. (Continued)

TRAINING:

None

25X1A9a

6. [REDACTED] reported that his committee, concerned with career development, did not meet during the month of April. He went on to state that his committee, in their discussions, has been looking mainly at:

- a. Enhancing the professional development of the ORD employee.
- b. Placing in second position for consideration, the promotional development of an individual in ORD.
- c. Looking at possibilities such as external, as well as internal thinking that can be of developmental value.
- d. Looking at ways to ensure that the ORD employee doesn't "slide off" his capability ladder and to keep him at peak performance so that he can make a maximum contribution to the office.

25X1A9a

[REDACTED] told the Career Panel that this may not be commensurate with what the Panel desires his committee to look at. [REDACTED] asked if the Panel wants more reflection on how an ORD employee will go on from ORD, starting as GS-11, devising means for ensuring his continued growth in his professional discipline and intelligence - or do they want the committee to devise an Agency career development plan for ORD employees?

25X1A9a

The following comments were made:

25X1A9a

25X1A9a

[REDACTED] CSP does have the responsibility for career development, other than promotion actions, such as training and rotation. [REDACTED] further stated he felt [REDACTED] to be correct about the consideration of professional development.

25X1A9a

25X1A9a

[REDACTED] P-C employees look at themselves as Agency employees and intelligence officers. They want their careers in the Agency and in the intelligence business.

25X1A9a

[REDACTED] : Perhaps the committee should devise an Agency career development program within the structure of an ORD career development program.

EYES ONLY

~~EYES ONLY~~
~~SECRET~~

6. (Continued)

25X1A9a

: The above is P-C's opinion. Career in the Agency is a professional career as a member of the Agency.

: Cited example of [REDACTED] transferring to DD/P. [REDACTED] wants a career with the Agency. He has had a career with ORD and DD/S&T. He still will maintain his "R" career service designation.

25X1A9a
25X1A9a

[REDACTED] felt that CSP is an ORD group and should not take on the responsibility of planning an Agency career. It should be the responsibility of the Senior Career Board.

25X1A9a

: ORD cannot attempt to solve the total Agency problem. It should do what it can on ORD career development and then take their findings to the Senior Career Board.

: This tends to be my opinion. I feel ORD has a group of professionals - unusual professionals and they should be moved into a larger program. ORD's problem is to determine how ORD can prepare its employees for a broader experience in the Agency.

: All members of the S&T should be interviewed by the Senior Board as to what their long-range plans might be. This review should be done periodically.

: What is the Agency planning? Who studies this? Is there such a thing?

: There is a Career Service Board - a top Board above the Directorate level.

: What are the functions and requirement particulars? He stated he had asked about it from time to time but has never received an answer.

Y : While the above Board is a mechanism for career planning and career management, when there is something that should be implemented, they seem to fall apart. A good example of this is the Midcareer Development Course and the five year plan. This plan is not even asked for at the present time.

~~EYES ONLY~~
~~SECRET~~

6. (Continued)

~~SECRET~~
EYES ONLY

25X1A9a

- : In the process of bringing new knowledge and new technology into the Agency it should be clear that the ORD professional has a unique role. Just how he participates in the role should be understood by the individual and the Agency management. Agency career development concerned with operation and management assignments could be viewed as a different (and possibly secondary) aspect for the ORD professional.
- : In ORD career planning we should prepare the ORD employee for a new assignment. ORD has to make sure that we enhance a person professionally and this, in turn, will enhance his chances in his intelligence career.
- : I believe we do more training in ORD than any other office in this Agency. We allow our people to attend technical and managerial meetings. We have also transferred people to other Agency components. ORD has had a fair amount of mobility when one takes it under consideration. If we can improve on this, it would be very good.
- : ORD should have more field training. ORD people would then come back with new ideas of great benefit to ORD and the Agency. I don't know if we would lose people because of this field experience or if ORD would enhance the Agency capability of the employee.
- : ORD has given permission - in selective cases - to send ORD people out once or twice a year to one or two of the major stations. ORD ought to point out these potentialities. ORD could not ask DD/S&T for a plan such as this for a large group.
- : ORD does send their people into the field but not under any plan; ORD sends them to assist in field testing of operational equipment developed by ORD.
- : DD/S&T doesn't have enough spots overseas. TSD can transfer people in and out and TSD keep their people in the field. DD/S&T should have more slots overseas for ORD personnel. This would give them a chance to qualify for the Agency retirement system. Could ORD work out some kind of arrangement with

EYES ONLY

~~SECRET~~
EYES ONLY

6. (Continued)

[REDACTED] : TSD? Suggest ORD have an Operations Branch. ORD personnel could take their ideas to the field.

[REDACTED] : This was not acceptable to DD/S&T.

[REDACTED] : As a point of guidance, ORD committee on career development should attempt to devise means of getting their people overseas experience. ORD should try, in a planned way, to get their people out of their office here and into the field.

[REDACTED] : Is there any hope of getting an Agency policy worked up which would make it clear that the Agency wants to maintain a level of experience and competence in certain disciplines such as mathematics, optics, electronics, etc. If there were an Agency policy that competence and experience was to be established and maintained by ORD in specific disciplines to support Agency needs, an ORD professional would have an incentive to aspire to and become a part of a staff of experts. This would add something to ORD's position. Could ORD develop this as a policy?

[REDACTED] : ORD should be interested in a policy that attracts and encourages individuals with outstanding abilities to use them in competence disciplinary intelligence.

[REDACTED] also stated he and his committee would prepare an interim report for the CSP. At their next meeting, the committee would study [REDACTED] report on Career Development and decide what to incorporate into the ORD career development plan.

7. [REDACTED] moved that [REDACTED], SPG/ORD be recommended for promotion from GS-13 to GS-14. [REDACTED] seconded the motion. Before the vote was taken, discussion followed on the problem of headroom in SPG, past evaluation of [REDACTED] attempts to find other career opportunities in the Agency and [REDACTED] account of [REDACTED] s duties. Four members voted in favor of the recommendation; five opposed the action. It was the opinion of the majority of those members opposing the motion that [REDACTED] was not operating on a GS-14 level for varied reasons, should be re-evaluated for promotion in six months and that the CSP review plans for his career development. [REDACTED] recommended that [REDACTED] his supervisor, rather than the CSP attempt to delve a little more deeper on what [REDACTED] wants to do. He suggested that

EYES ONLY
~~SECRET~~

~~SECRET~~
~~EYES ONLY~~

7. (Continued)

25X1A9a

25X1A9a

██████████ sound out OSI, OSP, OEL, and COMMO for career possibilities for ██████████. He stated he felt this was the supervisor's responsibility.

25X1A9a

25X1A9a

25X1A9a

8. ██████████ moved that ██████████ be considered again for promotion in six months and during the interim period his supervisor explore the career possibilities with ██████████ seconded the motion. No action taken.

25X1A9a

25X1A9a

25X1A9a

9. ██████████ moved that ██████████ be considered for promotion again in six months or earlier depending upon information attained on ██████████ seconded the motion. Vote unanimous. Motion carried.

10. The following recommendations for nominees for the Arthur S. Flemming Award were made:

25X1A9a

25X1A9a

25X1A9a

a. ██████████ AC/AP/ORD recommended ██████████
for his work in the area of micropower devices
and the ██████████

25X1X3

b. ██████████ C/RP/ORD recommended ██████████

25X1A9a

c. ██████████ C/Optics/ORD recommended ██████████

25X1A9a

██████████ recommended that ORD/CSP go forward with one nominee.

25X1A9a

11. ██████████ left the meeting for a short period of time at this point.

25X1A9a

12. ██████████ moved that among the three nominees recommended for the Arthur S. Flemming Award that the candidate selected by the CSP/ORD be ██████████. ██████████ seconded the motion. Six members voted in favor of the motion; two opposed the recommendation; one member was absent. ██████████ stated he felt that the other candidates should have been withdrawn from the list before the vote and that he felt ██████████ was being built up as a candidate. He then withdrew the name of ██████████ was not present. ██████████ withdrew his 25X1A9a motion. Motion not carried.

25X1A9a

25X1A9a

25X1A9a

13. ██████████ moved that the CSP consider the candidates submitted and vote on one nominee from ORD for the Arthur S. Flemming Award. ██████████ seconded the motion. Vote unanimous of those members present.

14. The vote on selecting a nominee for the Arthur S. Flemming Award was as follows:

25X1A9a

25X1A9a

7 - ██████████

1 - ██████████

1 - No vote

~~SECRET~~
~~EYES ONLY~~

~~SECRET~~

Approved For Release 1999/09/01 : CIA-RDP79-00317A000100010019-9

~~EYES ONLY~~

25X1A9a
25X1A9a
25X1A9a
14. (Continued)

25X1A9a
[redacted] instructed [redacted] to call [redacted] C/Administrative Support Staff/DD/S&T and give him the name of our nominee for the Arthur S. Flemming Award. He stated that usually a selection is made of someone to write up the award. If this information is received by the Support Staff/ORD, it should be made known to [redacted] AC/AP/ORD.

25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
25X1A9a
15. [redacted] reopened discussion on Item 13, minutes of 5 April 1971 with particular reference to [redacted] statement that he felt [redacted] had used very poor judgment in one situation in the recent past. [redacted] told the Panel that he had talked with both [redacted] and [redacted]. He further stated he wanted to bring this to the attention of the ORD Career Service Panel that he had not found any evidence to substantiate this and previous allegations that [redacted] had been indiscreet. [redacted] stated he found that the statements seem to be made from hearsay rather than actual fact. [redacted] repeated that [redacted] had not been indiscreet in his actions or words. [redacted] felt the person who had brought back the information from hearsay, rather than actual fact, was out of line. [redacted] stated that he was satisfied that his original comment was basically sound.

25X1A9a

25X1A9a
25X1A9a
25X1A9a
16. [redacted] moved that the Career Service Panel/ORD give [redacted] a rising vote of thanks to reflect how much the Panel members have appreciated his useful and valuable contributions to the Panel. [redacted] seconded the motion. Vote unanimous.

17. The next meeting for the Career Service Panel was scheduled for 7 June 1971 at 0900 hours.

18. Meeting adjourned at 1115 hours.

25X1A9a
[redacted]
Executive Secretary
CSP/ORD

APPROVED:

25X1A9a
[redacted]
Chairman/CSP/ORD

~~EYES ONLY~~

Approved For Release 1999/09/01 : CIA-RDP79-00317A000100010019-9

~~SECRET~~